

JOHN WAIHEE
GOVERNOR



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

DIRECTOR'S OFFICE

JUN 2 4 21 PM '89

DEPT. OF
TRANSPORTATION

RUSSEL S. NAGATA
COMPTROLLER

KEN KIYABU
DEPUTY COMPTROLLER

June 1, 1989

COMPTROLLER'S MEMORANDUM NO. 1989-12

TO: Heads of Departments and Agencies
FROM: Russel S. Nagata, Comptroller
SUBJECT: ERS Information on Payroll Change Schedules

Effective July 1, 1989, it is anticipated that the Employees' Retirement System (ERS) will be utilizing certain items of information from the semi-monthly Payroll Change Schedule (PCS) to help in determining the final benefits of a retiring employee.

In addition to items of information already existing on the PCS, two new items of information have been added to complement the new process for ERS members (those with FICA code "A", "B", "C", or "D").

These new items of information are:

<u>Code</u>	<u>Title</u>	<u>Explanation</u>
B	Base Pay	Regular 1/2 month earnings of salaried employee
F	FTE	Full Time Equivalent, per DPS Form 5

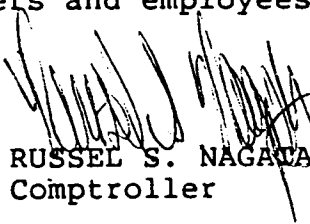
The PCS has been revised to accommodate these new items of information. Attached is a photocopy of the revised PCS that will be used beginning July 1, 1989. Note that, in the "OTHER GROSS" column, provision has now been made for lines 1 and 2 for each employee to reflect the Base Pay and the FTE information.

1 cc to DEP-4, 6/2/89
10/1/89

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These items of information are to be updated regularly by departmental payroll staff preparing the PCS each payroll period, in order to provide ERS correct and accurate information required to calculate employees' retirement service credits. The Base Pay amount should be reflected as the semi-monthly amount of gross pay according to the DPS Form 5 applicable to the pay period. The FTE percentage should be reflected, also according to the applicable DPS Form 5, with the amount carried to two decimal places. Because these items of information are to be used by ERS, any questions regarding these instructions should be directed to Elizabeth Bruhn of the ERS at 548-8405.

The assistance and cooperation of all departments and agencies will be important to the usefulness of the Base Pay and FTE information, as ERS continues to improve its services to all State officers and employees.



RUSSEL S. NAGATA
Comptroller

Enc.

STATE OF HAWAII PAYROLL CHANGE SCHEDULE

REGULAR/HOURLY

PAYROLL NO. H52 LEANI HOSPITAL

TURNAROUND FOR: 12/15/88
PAY PERIOD ENDING: NOVEMBER 30, 1988

EMPLOYEE NUMBER	NAME (LAST, FIRST, MIDDLE)	SOCIAL SECURITY NUMBER	BU	REGULAR RATE	REGULAR HOURS	OVERTIME RATE	OVERTIME HOURS	OVERTIME AMOUNT	GROSS AMOUNT	TIME UNITS	RATES	WAGES-IN-KIND OR COLA	REMARKS
444927	CHANG, JOHN K.	575-78-1234	01	095.11	01.01	1.00	0.00	680.50	680.50	1	680.50		
								100.00	100.00	2	100.00		
								58.33	58.33	3	58.33		
444935	DAVIS, DEWEY H.	575-28-5678	03	095.11	01.05	1.00	0.00	995.00	995.00	1	995.00		
								100.00	100.00	2	100.00		
444943	KALAMA, KEOKI K.	575-19-9999	10	095.11	01.00	1.00	0.00	712.50	712.50	1	712.50		
								100.00	100.00	2	100.00		
								60.33	60.33	3	60.33		
444950	TOSHI, HERBERT Y.	370-44-7840	10	095.11	00.00	1.00	0.00	902.50	902.50	1	902.50		
								100.00	100.00	2	100.00		
								61.51	61.51	3	61.51		
444976	WILLIAMS, BETTY A.	576-89-4403	11	095.11	04.02	1.00	0.00	1050.00	1050.00	1	1050.00		
								100.00	100.00	2	100.00		
								61.58	61.58	3	61.58		
TOTAL OTHER GROSS													
APPROVED FOR PAYMENT													
TOTAL GROSS AMOUNT													
TOTAL TIME UNITS													
TOTAL WAGES-IN-KIND													
TOTAL COST OF LIVING													
TOTAL GROSS PAY													
TOTAL OTHER DEDUCTIONS													
TOTAL NET PAY													
TOTAL OTHER DEDUCTIONS													
TOTAL NET PAY													

I CERTIFY THAT THE WITHIN PAYROLL WITH CHANGES AND ADJUSTMENTS AS NOTED, REPRESENTS A TRUE AND CORRECT PAYROLL OF THE EMPLOYEES FOR THE PAY PERIOD ENDING: NOVEMBER 30, 1988

STATE OF HAWAII
DEPARTMENT OF TREASURY
DIVISION OF FINANCE
HONOLULU, HAWAII